



## **Indiana Secretary of State and Election Division 04/06/2005**



### **Polling Location Accessibility Application Guidelines**

The purpose of this application is to set forth the requirements that must be met by each county seeking Help America Vote Act (HAVA) funding to make all polling places accessible to voters with the full range of disabilities (according to section 261 of HAVA).

The US Department of Health and Human Services, upon request of the Indiana Secretary of State's office and the Indiana Election Division, awarded Indiana a grant of \$426,398. This grant, Election Assistance for Individuals with Disabilities (EAID), is to be used to improve accessibility during elections. Of the money, \$60,000 was set aside for the polling place survey conducted in all 92 counties, and the remaining \$366,398 will be used to help make Indiana's polling places 100% accessible and compliant with the Americans with Disabilities Act (ADA). These funds will be used to purchase items from a state registered vendor and will be distributed to counties based on need and on data obtained through the Polling Location Accessibility Survey conducted in either the 2003 Municipal Election, 2004 Primary Election, or the 2004 General Election. The guidelines and stipulations set forth below must be followed. All accessibility product distributions will be subject to state and federal audits.

#### **The products shall be used to do the following:**

- a. Make polling places accessible to individuals with the full range of disabilities (i.e. impairments involving vision, hearing, mobility, or dexterity) by establishing or improving parking, paths of travel, door hardware, entrances, exits, and voting areas through the use of varied accessibility tools (e.g. ramps, handrails, magnifying lenses, or devices to alert curbside voters).
- b. Provide the same opportunity for access and participation (i.e. privacy and independence) at the polling place for individuals with the full range of disabilities by implementing solutions that will create equal service to these voters and improved sensitivity to the needs of these voters by poll workers.

#### **Application Requirements**

1. Please review the data from the accessibility survey of your county's polling locations and assess the total number of accessibility products offered in this application needed to help upgrade your polling locations.
2. Please completely fill out the application. Missing information may result in a delay, or your county may not receive the items requested.
3. Products CANNOT be used for any structure not used as a polling location. If the polling location where a product is to be installed or used is not a "public building," required under Indiana Code 3-11-8-4 to be made available to a county without charge, the owner of the location must enter into an agreement with the county requiring the owner to provide the location as a polling place for any election at the request of the county during the eight years following the installation or initial use of the product. The contract must

provide that the county is entitled to recover the value of the improvement made to the polling location by the installation or use of these products if the location is no longer available as a polling location during the eight year period. The contract must also require the owner of the polling location to take all reasonably prudent measures to preserve, maintain, and safeguard any product provided for installation or use at the polling location.

4. A detailed accounting of the accessibility products distributed to each county through this process must accompany this application. (see attached sheets)
5. Accessibility products obtained as a result of this application may be used as either temporary Election Day upgrades or permanent upgrades, regardless of whether the location is publicly owned or privately owned.
6. If a polling location is changed by the county, or becomes unavailable for any reason following the installation or initial use of these accessibility products at the polling location, the county is responsible for ensuring the new polling location designated by the county for that precinct is an “accessible facility” as defined by Ind. Code 3-11-8-1.2.
7. If a county uses accessibility products obtained with funds furnished by the State through this application process to make a polling location an “accessible facility” or a more accessible facility and then designates the polling place for a precinct at another location which is not an “accessible facility,” the county agrees to repay to the State of Indiana the value of the accessibility products provided for use at the former polling place location no later than ninety days after such change is made by the county.
8. If a county has questions about the survey data provided by Count Us IN, the county should contact the Indiana Governor’s Council for People With Disabilities at (317) 232-7770.
9. If a county wishes to re-survey its polling locations to determine the current accuracy of the survey data collected by Count Us IN, the county may do so at the county's expense. To obtain a survey tool kit, the county should contact the Indiana Protection and Advocacy Offices at (317) 722-5555.
10. A supplemental list of items is included with this application. The items on the supplemental list are currently not available to counties because the necessary financial resources required to provide these items is not available. However, future grants or allocations for polling location accessibility may provide for the purchase and subsequent distribution of these items. Please take the time to review these items and indicate your need. Should the funding become available to provide some or all of the items, you will be notified and if the items are still needed, they will be purchased and distributed to the county.
11. This application must be received and file stamped by the Indiana Election Division no later than 12:00 noon EST, Wednesday, June 1, 2005. County applicants are encouraged to ensure timely receipt of the application by hand delivery (or courier delivery with signature confirmation).
12. Applications received and filed after the deadline do not comply with these requirements, notwithstanding any postmark or evidence of sending the application by certified mail occurring before the deadline. County applicants should note the use of certified mail generally results in delays due to the steps taken by the Postal Service to confirm the Postal Service’s receipt and processing of the certified material.
13. If you would like an electronic version of this application, please submit a request in writing via e-mail to: [havaadministrator@sos.IN.gov](mailto:havaadministrator@sos.IN.gov).

The application should be delivered to the following location:

Indiana Election Division  
HAVA Accessibility Application  
302 West Washington Street, Room E-204  
Indianapolis, Indiana 46204

For questions regarding this application, please call the following:

Joseph E. McLain, HAVA Administrator  
Indiana Secretary of State Todd Rokita  
302 West Washington Street, Room E-111  
Indianapolis, Indiana 46204  
(317) 234-8683  
(317) 233-3675 (fax)  
[havaadministrator@sos.IN.gov](mailto:havaadministrator@sos.IN.gov)

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**COUNTY GRANT APPLICATION FORM**  
For Products to make Polling Places Accessible Facilities

County Name: \_\_\_\_\_

Person Completing Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Polling Location</b> Physical address and mailing address, if available, should be provided.	<b>Proposed Improvement(s)</b> [use tracking number corresponding to accessible products offered]	<b>Precincts using this polling location</b>
<i>(Example: Small Township Fire Station; R R 2, Box 12, Smallville; corner of County Road 100 North and County Road 400 East)</i>	<i>PS01, DR01, TR01</i>	<i>Wayne 2 &amp; Wayne 5</i>

<b>Polling Location</b> <b>Physical address and mailing address, if available, should be provided.</b>	<b>Proposed Improvement(s)</b> <b>[use tracking number corresponding to accessible products offered]</b>	<b>Precincts</b>

(continue on additional sheets if necessary)

## ACCESSIBILITY IMPROVEMENTS

Product Number	Product	Use	Quantity
PS01	Parking Sign	Provide for survey requirement (Sec. 1, #8) for post-mounted sign	
PS02	Parking Sign Post (includes U-bolt for sign)	Provide for survey requirement (Sec. 1, #8) for post-mounted sign	
PK01	Parking cones	Use to provide for temporary accessible parking	
PK02	Temporary parking sign	To be used in conjunction with parking cones for temporary accessible parking	
TR01	Threshold Ramp (1 in)	Provides solution to door thresholds that are larger than the ½ in. specified by the ADA	
TR02	Threshold Ramp (1 1/2 in)	Provides solution to door thresholds that are larger than the ½ in. specified by the ADA	
TR03	Threshold Ramp (2 in)	Provides solution to door thresholds that are larger than the ½ in. specified by the ADA	
DR01	Door knob converter	Makes standard door knobs accessible under ADA guidelines	
DR03	Door stop	Keeps heavy doors open for easy access to the entrance of the building	
DR04	Offset hinges	To provide more clearance for wheelchair access through doorways	

**NOTE: Use the attached Ramp Size Guide diagram to determine the type and size of threshold ramp needed at the polling location.**

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**SUPPLEMENTAL ACCESSIBILITY ITEMS LIST** The items on the supplemental list are currently not available to counties because the necessary financial resources required to provide these items is not available. However, future grants or allocations for polling location accessibility may provide for the purchase and subsequent distribution of these items. Please take the time to review these items and indicate any needs. Should the funding become available to provide some or all of the items, you will be notified and if the items are still needed, they will be purchased and distributed to the county.

CB01	Call Button	If a county has a ramp that is almost compliant with ADA standards, the county may use this device which enables a disabled voter to call a poll worker over to assist the disabled voter up the ramp. This provides a reasonable accommodation for disabled voters. ( <i>Note:</i> not all poll workers are able to assist in this manner. This may not be a viable option for some precincts in certain counties.)	
RP01	Temporary Ramp (2 ft)	Provide for ADA requirement 4.8 ( <i>Note:</i> if a threshold ramp meets this requirement, order the threshold ramp instead of this one)	
RP02	Temporary Ramp (3 ft)	Provide for ADA requirement 4.8	
RP03	Temporary Ramp (4 ft)	Provide for ADA requirement 4.8	
RP04	Temporary Ramp (5 ft)	Provide for ADA requirement 4.8	
RP05	Temporary Ramp (6 ft)	Provide for ADA requirement 4.8	
DR02	Door handle	Only to be used if current hardware is a door handle that is not accessible. If the location has a door knob, must use DR01	

**NOTE:** Use the attached Ramp Size Guide diagram to determine the type and size of ramp needed at the polling location.

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